

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

TRANSFER OPPORTUNITY

Intermediate Typist Clerk

DMH-Central Juvenile Hall is looking for an experienced ITC to join our team. We are seeking a highly motivated, organized and competent individual to fill a full-time position located at 1605 Eastlake Ave, Los Angeles, CA 90033.

Primary duties and responsibilities of this position include:

- Opening and Closing of MH Charts
- Data Entry of Daily Service Logs
- Utilize Probation Electronic Medical Record System (PEMRS)
- Filing of MH documentation in MH Charts
- Answer telephone, take messages for staff and route calls appropriately
- Obtain client information from the Probation Case Management System (PCMS)
- Photocopying and Faxing
- Maintain and organize MH files
- Other duties as assigned by MH Clinical Supervisor and Program

Desirable qualifications include:

- Strong organizational skills
- Ability to multi-task and prioritize work assignments
- Knowledge of Medi-cal billing
- Knowledge of IBHIS a plus
- Knowledge of the IS System desirable
- Knowledge of DMH billing procedures
- Strong Knowledge of Microsoft Word, Excel, and Outlook
- Ability to work independently, collaboratively with various team members and as a team player
- Strong verbal and written communication skills
- Strong interpersonal skills
- Highly organized and detailed oriented with record keeping & documentation
- Adaptable and flexible to meet the program needs

Interested individuals currently holding the payroll title of Intermediate Typist Clerk are encouraged to email their resume, last two (2) Performance Evaluations, and last two (2) years of Timecard History by August 24, 2016 to: Kim Fields at kfields@dmh.lacounty.gov.

Kim Fields, Staff Assistant I
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Phone: (323) 226-8847
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AN EQUAL OPPORTUNITY EMPLOYER

